

PAYMENT SERVICES USER MANUAL	1
CREATING TEMPLATES FOR FISCAL CODING AND COST DISTRIBUTION	1
INTRODUCTION	1
TO CREATE A TEMPLATE	1
TO EDIT A TEMPLATE.....	3
TO DELETE A TEMPLATE.....	4
TO USE A TEMPLATE	4

PAYMENT SERVICES USER MANUAL

CREATING TEMPLATES FOR FISCAL CODING AND COST DISTRIBUTION

INTRODUCTION

A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent, or telephone invoices.

Templates can be created, edited, or deleted on the Template Maintenance screen. The Payment Services administrator assigns users permissions for Template Maintenance.

TO CREATE A TEMPLATE

1. Select **Template Maintenance** from the Payment Services main menu.

Figure 1 - Template Maintenance screen

The screenshot shows the Template Maintenance screen. At the top is a red navigation bar with 'PmtSvcs Menu', 'Applications', and 'Logoff'. The main content area has a light blue background. It includes a 'Template Name' field with a dropdown arrow, 'Clear', 'Delete', and 'Save' buttons. Below this are three radio buttons for 'Template Type': 'Amount' (selected), 'Percent', and 'Blank'. There is also a 'Template Desc' text field. At the bottom left of the form is an 'Add Row' button. Below the form is a dark blue bar with the text '^ Press F3 for Lookup' and a list of links: 'Percent', 'Index', 'PCA', 'IC', 'Sub', 'Dtl', 'Grant', 'Ph Project', and 'Ph Invoice Description'.

2. Type a name for the template in the **Template Name** field.
3. Select a **Template Type** – **Amount**, **Percent**, or **Blank**.
 - **Amount** – costs are distributed by pre-defined amounts. This could be used with invoices whose costs are not likely to not change
 - **Percentage** – distributes costs among funds by percentages.
 - **Blank** – can be used to apply to regularly received invoices that may have varying total amounts. No amount or percentage is applied. Once applied, the distribution grid on the **Distribute** screen can be completed as needed.

4. Type a description in the **Template Desc** field. (optional)
5. Click **Add Row**.
6. Enter the fiscal codes according to the template type. (Enter an amount or a percentage for Amount or Percent templates.)
7. The application will validate your data entry and can also perform look ups on any field in the distribution grid that is marked with an asterisk:
 - The application will validate the fiscal code. If it is valid, it will automatically enter any related fiscal codes.
 - To perform a “look up” or search, place the cursor in the desired field and press F3. A look up dialog box will appear and you can search for the fiscal code that you need.
8. To add another row, click **Add Row** or click **Dup** next to the first row. **Dup** will create a duplicate of the row, including any fiscal codes you have added.
If you are creating a template based on amount or on percentages, change the amount in the first row and add/change whatever fiscal coding you need. Then use either **Add Row** or **Dup** and the application will fill in the remaining balance/percentage on the subsequent row. (NOTE: Up to 99 rows can be created.)
9. When finished, click **Save**. The template will now be available in the **Distribute** screen.

Below are three examples of template types.

Figure 2 - Percent template

Template Name Clear Delete Save

Template Type ☐ Amount ☒ Percent ☐ Blank

Template Desc

Add Row

* Press F3 for Lookup

Amount	TC	PCA	Index	Sub	Dtl	Grant	Ph	Project	Ph	Invoice Description
Del Dup 25.00	230	01018	1000							
Del Dup 75.00	230	01010	1000							

Figure 3 - Amount Template

Template Name Clear Delete Save

Template Type ☒ Amount ☐ Percent ☐ Blank

Template Desc

Add Row

* Press F3 for Lookup

Amount	TC	PCA	Index	Sub	Dtl	Grant	Ph	Project	Ph	Invoice Description
Del Dup 420.00	230	01018	1000							
Del Dup 1200.00	230	01010	1000							

Figure 4 - Blank Template

Template Name*

Template Type ☐ Amount ☐ Percent ☒ Blank

Template Desc

* Press F3 for Lookup

TC*	PCA*	Index*	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup 230	01014	1000							
Del Dup 230	01013	1000							

TO EDIT A TEMPLATE

1. Open Template Maintenance.
2. Click the asterisk next to Template name to use the Template Look Up.

Figure 5 - Template look up

Payment Services - Template

PmtSvcs Menu Applications Logoff

Template Name*

Template Type ☐ Amount ☐ Percent ☐ Blank

Template Desc

* Press F3 for Lookup

Name *Input search criteria
Use "%" for wildcards

Type ☐ Amount ☐ Percent ☐ Blank

PCA Index

Desc

☐ Show Details

Name	Description
Select INTERNET SERVICE	
Select Lab Tests	
Select LEASE PAYMENTS	

3. Type the name and/or use the other search criteria to find the template.
4. When found, click **Select** next to the template to open it.
5. Make whatever changes needed.
6. Click **Save**.

TO DELETE A TEMPLATE

1. Open **Template Maintenance**.
2. Click the asterisk next to Template name to use the Template Look Up to find the template (see steps above).
3. Click **Delete**.

TO USE A TEMPLATE

A template can be created with just the fiscal coding (PCAs, Indexes, etc), but no amounts defined. When the template is applied, just the actual amounts have to be entered on the **Distribute** screen.

Similarly, a template with just predefined percentages can be created so that, when applied, the amounts are automatically calculated and populated in the distribution and the fiscal coding can be entered on the **Distribute** screen. There are several combinations that could be used for a variety of situations.

1. Select an invoice either from the **Status** screen or the invoice lookup on the **Distribute** screen.
2. In the **Template** field, type the exact name (case insensitive) of the template or click the asterisk to look up a template. (See the [Finding a Template](#) section below.)

Figure7 - Template box

The screenshot shows a form with three buttons at the top: "Add Row", "Clear All Distribution", and "Undo Updates". Below these, there is a section for "Encumbrance" with a dropdown menu set to "NonEncumb". To the right is a "Template" field with a search icon, followed by a "Template Amt" field set to "0.00" and an "Apply" button.

3. Enter the invoice amount that you want to apply the template to in the **Template Amt** field. The distribution will be applied only to the **Template Amt**. (For example, you could apply the template to only part of the amount, leaving the rest to enter fiscal coding and cost distribution manually).

Figure 8 - Template Amount

This screenshot shows the same form as Figure 7, but with the "Template" field set to "Administrative O/H" and the "Template Amt" field set to "500.00". The "Apply" button is highlighted with a red dashed box. Below the form, there is a table with the following data:

TC*	R	Encumb*	Sfx	BY	Amt	Mod	Invoice Description	Index*	PCA*	ExpSub*	Dtl	RevSub*	Dtl	Grant*
				2008	500.00		Desk							

Below the table, there is a small icon and the text "Press F3 for Lookup".

4. Click **Apply**.

- Click **Del** next to the original (first) row in the distribution grid to delete it, because all template rows are simply added to the distribution grid. (You could delete this row before applying the template if so desired.)

Figure 9 - Original row and template rows

	TC*	R	Ref Doc*	Sfx	BFY	Amt	Mod	Invoice Description	Index*	PCA*	ExpSub*	Dtl	RevSub*
Del	Dup				2008	500.00		DESK					
Del	Dup	230			2008	70.00		REPORTING&REVIEW	2802	01020	5240		
Del	Dup	230			2008	165.00		SYSTEMS	2602	01020	5240		
Del	Dup	230			2008	75.00		OPERATIONS	2702	01020	5240		
Del	Dup	230			2008	125.00		CUSTOMERRESOURCE	2902	01020	5240		
Del	Dup	230			2008	25.00		DESK	5000	03099	5240		
Del	Dup	230			2008	40.00		DESK	4901	02040	5240		

After applying a template, the cost distribution can be modified to suit particular circumstances. Thus you could use a template that is close to how the costs should be distributed for a particular item, and then change amounts and fiscal coding as needed.

If you want to clear your data entry and start over with the cost distribution, click **Clear All Distribution**. This will clear every row including the original first row. Click **Add Row** or **Save & Continue** to create the first row again with the original total amount.

(If you click **New Invoice**, the distribution will be cleared and you will start over on the **Invoice** screen with a new, blank invoice.)

TO FIND A TEMPLATE USING THE LOOK UP

You can search for a templates that has been created and apply it to an invoice. This will automatically create the distribution rows and amounts based on the template and the invoice amount.

- Click the asterisk next to **Template**.
- In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
- Select **Show Details** to see the distribution details of the template. (Optional)
- Click **Find**.
- Click **Select** and the template's distribution will be applied.

Figure 10 - Template look up with details

Payment Services
Template Look Up

Name "Input search criteria
Use "%" for wildcards

Type ☐ Amount ☐ Percent ☐ Blank

PCA Index

Desc

☒ Show Details

Select	Name	Type	Amount	Percent	PCA	Index	Sub Dtl	Description
Select	Administrative O/H	Percent	\$0.00	33.00	2501	5105		Administrati
Select	Administrative O/H	Percent	\$0.00	33.00	4501	5105		Administrati
Select	Administrative O/H	Percent	\$0.00	34.00	3501	5105		Administrati
Select	AUTO LEASE	Amount	\$478.09	0.00	02040	4401		DIVISION AU

Payment Date: 15/2007 Account #: GR5597

Group: Desk

ts Desk

Template

Id	Invoice Description	Index
	DESK	2501
	DESK	4501
	DESK	3501

With **Show Details** selected, the details for one template will be displayed on multiple rows. It will appear as if there are several templates with the same name but different distribution details.

For instance, in the example above it looks as if there are three templates named "Administrative O/H", each with different percentages. But actually there is one template with distribution by three percentages and Indexes.